

Date _____

C. A. # _____

**CITY OF WICHITA
HISTORIC PRESERVATION BOARD
ENVIRONS REVIEW**

Return to:

**Historic Preservation Planner
Metropolitan Area Planning Department
City Hall, Tenth Floor
455 N. Main St.
Wichita KS 67202
Phone: (316) 268-4392**

Please type or print clearly.

Address of Property:

Environs of:

Name of Applicant:

Address of Applicant (Include ZIP)

Applicant's Phone: (Office) (Home)

Name of Owner (if different):

Address of Owner (if different):

Owner's Phone: (Office) (Home)

Contractor/Architect:

Contractor/Architect Phone:

Describe each modification or improvement, using one numbered section each. Attach current photographs of each side of the structure and detailed photographs of any area affected by the modification(s). Complete applications will indicate materials and specifications, and drawings showing each improvement in detail, including floor plans and/or elevations as applicable. A completion date should be projected for each portion of your project.

NOTE: This is not a Building Permit!

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1. DESCRIBE PROJECT:

DESCRIPTION & CONDITION OF EXISTING MATERIALS:

DESCRIPTION OF REPLACEMENT/NEW MATERIALS:

DESCRIBE METHOD OF COMPLETING PROJECT:

COMPLETION DATE:

2. DESCRIBE PROJECT:

DESCRIPTION & CONDITION OF EXISTING MATERIALS:

DESCRIPTION OF REPLACEMENT/NEW MATERIALS:

DESCRIBE METHOD OF COMPLETING PROJECT:

COMPLETION DATE:

3. DESCRIBE PROJECT:

DESCRIPTION & CONDITION OF EXISTING MATERIALS:

DESCRIPTION OF REPLACEMENT/NEW MATERIALS:

DESCRIBE METHOD OF COMPLETING PROJECT:

COMPLETION DATE:

RECEIVED BY:

Applicant's Signature

Date

Preservation Planner

Date

Owner's Signature

Date

APPROVED BY:

Chair, H.P.B.

Date

Preservation Planner

Date

FOR STAFF USE

PROJECT 1 MAJOR ___ MINOR ___ Approved ___ Approved w/ Conditions ___ Specifications Attached ___ Denied ___

PROJECT 2 MAJOR ___ MINOR ___ Approved ___ Approved w/ Conditions ___ Specifications Attached ___ Denied ___

PROJECT 3 MAJOR ___ MINOR ___ Approved ___ Approved w/ Conditions ___ Specifications Attached ___ Denied ___

CONDITIONS:

CERTIFICATE OF APPROPRIATENESS

PROCEDURES AND INSTRUCTIONS

1. Read the attached *Design Review* brochure.
2. If you have any questions, contact the Preservation Planner, Metropolitan Area Planning Department, Tenth Floor, City Hall, 268-4392.
3. Contact the Office of Central Inspection, Seventh Floor, City Hall, 268-4461, to ascertain that your project meets Code regulations, then obtain a Certificate of Appropriateness application from the Preservation Planner.
4. Submit your Certificate of Appropriateness application (in the case of a “minor” project this is all that is required in most instances), and supporting materials to the Preservation Planner (address on application).
5. The Preservation Planner will assign a case number and determine if “major” or “minor” (information on what constitutes a “major” or “minor” project is in the attached *Design Review* brochure). If the project is a “minor” and meets the requirements of the City’s Historic Preservation Ordinance, the Planner may approve the project and a permit from the Office of Central Inspection can be obtained. If the project is a “major”, your application will be placed on the agenda of the next scheduled Historic Preservation Board meeting. Regular meetings are the second Monday of each month; Certificate of Appropriateness applications must be received by the Preservation Planner eleven calendar days before the scheduled meeting to be included on the agenda. Your project will receive preliminary review and you will be notified if more information is needed.
6. If your project is determined to be a “major” the following material must be submitted.
 - 1) the Certificate of Appropriateness application, 2) a site plan (plan should be to scale and should indicate uses of property that adjoin), 3) a sample of materials to be used and/or specifications for the products, 4) architectural drawings and 5) any other material you think would help to demonstrate the outcome of the project. Remember that the more information provided, the more clearly the project can be visualized, thus the likelihood of a quick review and decision by the Board.
7. You will be notified of the date and time of your hearing. Although it is not required, it is desirable that you or your representative attend the meeting to answer any questions concerning your project.